

### REQUEST FOR USPFO SYSTEM ACCESS

When form is complete please FAX to (805) 594-6239.

1. Request the following employee is added/deleted to/from the system(s) indicated below:

FULL NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

PHONE# \_\_\_\_\_

UNIT/SECTION: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_

Request access to:

\_\_\_\_ JSS                      \_\_\_\_ SABERS                      \_\_\_\_ SIDPERS  
\_\_\_\_ IMAP                      \_\_\_\_ MODEM POOL ( \_\_\_\_ Dial-up                      \_\_\_\_ Network Access)

AFCOS (complete the following information)

YOUR UIC \_\_\_\_\_ USER LEVEL \_\_\_\_\_ FUND MANAGER ONLY \_\_\_\_\_

TYPE DUTY CODES

PROGRAM MANAGERS

- 1.
- 2.
- 3.
- 4.

- 1.
- 2.
- 3.
- 4.

2. Please read and complete the following information.

### California National Guard Computer Use Policy

Use of the California National Guard computer systems, network resources, e-mail and Internet access is restricted to official California National Guard use only. Further, use of the computer systems, network resources, e-mail and Internet is restricted to UNCLASSIFIED material only.

The following activities are prohibited:

- Communications to solicit business, advertise, or engage in other selling activities in support of private business enterprises (e.g., real estate, tax preparation services, insurance, etc.).
- Fundraising activities.
- Uses that would reflect adversely on the National Guard or which is incompatible with public service (e.g., chain letters; harassing e-mail; dirty jokes or ethnic slurs based upon race, color religion, sex, national origin, age, or handicap; surfing pornographic or sexually oriented sites; or downloading pornography or sexually oriented material).
- Group electronic mailings to offer items for sale or other personal purposes (e.g., selling an automobile or renting a private residence).
- Political activities (e.g., Hatch Act Amendments, 5 U.S.C. 7321-7325, prohibit civilian employees and military technicians from using their official authority to influence an election result and engaging in political activity while on duty; 18 U.S.C. and DoD regulations prohibit use of military authority to influence the vote of Armed Forces members; the Anti-Lobbying Act, 18 U.S.C 1913, prohibits using Federal funds in furtherance of "grass roots" lobbying efforts to induce members of the public to contact Congress on pending legislation or appropriations).

California's Section 502 of the Penal code prohibits tampering, interference, damage, and unauthorized access to lawfully created computer data and computer systems. It includes criminal penalties for introducing contaminants (viruses and worms) into computer systems and networks, allows the court to seize the hardware and software used in the commission of a computer crime, and allows the courts to consider prohibiting persons convicted of computer crimes from ever having access to computers in employment.

## California National Guard Computer Use Policy (Cont)

Any use of Government communications resources is with the understanding that such use is generally not secure, not anonymous, and subject to monitoring. Inappropriate use of the computer systems, network resources, e-mail and/or Internet access may be a basis for consideration of disciplinary action.

The Government reserves the right to monitor and log any or all network activity, with or without notice, therefore, users shall have no expectations of privacy in the use of these resources.

### APPLICANT'S CERTIFICATION

I acknowledge and agree that:

- I have read the California National Guard Computer Use Policy and agree to comply with the terms and conditions in it.
- I have successfully completed the online "Computer Security Training for Users" course located at <http://ia.gordon.army.mil/iss/index.htm>
- I know that the Information Assurance Security Officer (IASO) assigned to my section is: \_\_\_\_\_ Name and Phone number of my IASO.
- I know that I can go to my IASO at any time with any security related questions. I will report security incidents to my IASO and my chain of command immediately.
- All activity conducted with California National Guard resources and while doing California National Guard business is the property of the California National Guard.
- Government computer systems, network resources, e-mail and the Internet will only be used for the performance of official duties.
- Data, software and hardware will be protected to the best of my abilities.
- Proprietary and copyrighted material will be appropriately protected.
- Users will only use their individually assigned login ID & will protect passwords and access numbers as FOUO.
- Users will access only the resources as authorized & will abide by applicable security regulations.

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I, the undersigned, have read the above and will comply to the best of my ability.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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3. As commander of this organization I authorize this request for system access for

\_\_\_\_\_. Attached please find my Letter of Assumption of Command and Signature Card (DD577). Any concerns regarding this account request may be addressed to me at:

DSN: \_\_\_\_\_ CAGNET: \_\_\_\_\_ COMMERCIAL: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

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1. NAME <i>(Type or print)</i>	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
<b>THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL</b>		
7. NAME OF COMMANDING OFFICER <i>(Type or print)</i>	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

**DD Form 577, MAY 88**

*Previous edition may  
be used until exhausted*

**SIGNATURE CARD**

RCAS V1.0